



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

HEARING OFFICER I

(TRAVELING ALJ)

OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD
DEPARTMENT OF INDUSTRIAL RELATIONS

Position: HEARING OFFICER I
Salary: \$7,494.00-\$9,063.00
Location: West Covina
Contact Person: Manuel Melgoza, Presiding Administrative Law Judge, OSHAB, (916) 274-5751

Send State Application to: OSHAB, Michael Wimberly, Executive Officer, 2520 Venture Oaks Way, Suite 300, Sacramento, CA 95831

DUTIES: Under the direction of the Presiding Administrative Law Judge (Hearing Officer II), presides over a full range of quasi-judicial hearings and pre-trial proceedings, related to Employer appeals of citations issued by the Division of Occupational Safety and Health, convened pursuant to the Labor Code and Title 8 of the California Code of Regulations. Controls the course of pre-hearings and hearings; instructs parties and witnesses; questions witnesses; rules on the relevancy and admissibility of evidence as provided by law. Receives and reviews evidence, examines testimony from evidence submitted; facilitates resolution of appeals prior to hearing; rules on motions and orders. Prepares orders from stipulations among the parties. Writes decisions containing summaries of evidence, findings of fact and reasons for decisions.

Travel throughout Southern California every week to hear appeals at various locations is required as well as limited travel to Sacramento and other northern California locations. Performs other duties as required.

REQUIREMENTS: Admission to practice law in any state in the United States or the District of Columbia for at least five years immediately preceding application for appointment, plus other requirements as set forth in class specifications available on SPB website and transfer eligibility as determined by DIR.

KNOWLEDGE AND ABILITIES: Knowledge of: legal principles and their application; conduct of hearing proceedings, and rules of evidence governing such procedures. Ability to: perform legal research; analyze evidence, and precedents to legal problems; make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts; conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect; maintain a fair and impartial attitude of mind without bias or prejudice; speak and write effectively; establish and maintain cooperative relations with those contacted in the course of the work.

DESIRABLE QUALIFICATIONS: Excellent oral and written communication skills. • Dependability and excellent attendance record. • Excellent interpersonal skills. • Excellent active listening skills. • Ability to effectively handle stress and deadlines; use tact and to act in a manner consistent with judicial temperament. • Proficiency with desktop and laptop computers with Microsoft Word and Windows software.

POSITION OPEN UNTIL FILLED.

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

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